

# THR Inpatient Surge: Unit/Room Preparation Checklist

PATIENT UNIT / ROOM		UNIT PURPOSE	DATE	
<b>1</b>	<b>ENVIRONMENT OF CARE (EOC) AUDIT</b>	RESPONSIBLE	IN PROGRESS	COMPLETE
<b>EOC</b>	Infection Prevention, Safety, Engineering, EVS, Employee Health, Quality/Risk, and department managers to assess readiness of the repurposed room(s)			
<b>2</b>	<b>ITS</b>	RESPONSIBLE	IN PROGRESS	COMPLETE
Equipment	Documentation stations			
Equipment	Printer & Paper Supply			
Equipment	TV or iPad			
ITS	Vocera Readiness (charging stations and badges, unit/rooms built in Vocera)			
ITS	Ensure nursing station phones are working & update directories			
ITS	Scanners for med/blood administration			
ITS	Nurse Call or other communication system (i.e. bell if necessary)			
ITS	Bed build in CC1 completed? - Must validate prior to placing patients			
Communication	Alert PBX of repurposed space			
<b>3</b>	<b>ANCILLARY</b>	RESPONSIBLE	IN PROGRESS	COMPLETE
Finance / HR / Supply Chain	Notify Finance, HR, & Supply Chain, of what beds / units are opening and ensure the following: ERP & Systems are Updated: Revenue cycle – charges and stat capture, CC1; Timekeeping/Payroll; HR; Oracle/Peoplesoft			
Pt. Logistics	Alert Patient Logistics Center of what beds / units are being activated			
Transport	Alert Transport Leadership of repurposed space for patient transport			
Respiratory	O2 Flow Meters & Suction (regulators, tubing suction tips, suction liners)			
Respiratory	O2 canisters available, labeled and secured			
Lab	Alert Lab of repurposed space for potential patient draws and point of care testing			
Pharmacy	Alert Pharmacy of repurposed space			
Pharmacy	Ensure PYXIS Active & Full			
Pharmacy	Coordinate Medication Refrigerators or alternative solution			
Pharmacy	Med. room supplies: Pill crushers/cutters, pill cups, patient bins, curo caps, TPN filters, blood admin sets, alcohol swabs			
Pharmacy	Ensure badge access to med room is programmed or door is locked			
Radiology	Alert Radiology of repurposed space			
Infection Prevention	Alert IP of repurposed space and ensure Isolation protocols are in place			
<b>4</b>	<b>NURSING / MATERIELS MANAGEMENT</b>	RESPONSIBLE	IN PROGRESS	COMPLETE
PPE	Eye protection (visor & goggles)			
PPE	Face shield (provides eye, nose and mouth protection)			
PPE	Gloves			

This document is intended to provide general operational guidance in the care of patients with known or suspected COVID-19 infection. Playbook content will be evaluated and updated continuously as new information becomes available and our understanding of this disease advances.

4	NURSING / MATERIELS MANAGEMENT	RESPONSIBLE	IN PROGRESS	COMPLETE
PPE	Sterile Gloves			
PPE	Respirators (N95)			
PPE	Medical (surgical or procedure) masks			
PPE	Isolation Gowns			
Consumables	Disposable Stethoscopes			
Consumables	Mesh			
Consumables	Dressing/Bandages (2x2; 4x4; Non-Stick; and others)			
Consumables	Tape			
Consumables	Adhesive Remover			
Consumables	Wound Care Supplies (Silvadeen, Cleaning products, packing, dressing, long Q-Tips)			
Consumables	Specimen Cups			
Consumables	IV Tubing Sets (Primary, Secondary, Blood, Extension Sets, 2 Port)			
Consumables	IV Start Up Kits			
Consumables	Central Line Dressing Changes			
Consumables	Foley Catheter Kits			
Consumables	Condom Catheters			
Consumables	Feeding Tube Supplies			
Consumables	Needles (Different Sizes)			
Consumables	Syringes (1cc, 5cc, 10cc)			
Consumables	EKG Leads			
Consumables	TED hose			
Consumables	NG insertion kits			
Consumables	Blue Chux and/or Covidien Thick Bed Pad			
Consumables	Diapers			
Consumables	Swabs (Suction and Non-Suction)			
Consumables	Patient Personal Items (Toothpaste, Toothbrush, Shampoo, Body Foam; warm wipes; Belongings Bag)			
Consumables	Brown Paper Bags			
Consumables	THR Pt Water jug			
Consumables	Pitchers			
Consumables	Urinals			
Consumables	Bed Pan(s)			
Consumables	Ice Packs			
Food Orders	Identify process for gathering patient menu orders <i>(needs to be considered even if rm svc is avail in case no phones on unit)</i>			
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Communication	Notify Hospitalists and Specialists if needed for staffing			
5	SUPPORT SERVICES (EVS/FNS/Facilities Management/Mission Control/Materials Mgmt)	RESPONSIBLE	IN PROGRESS	COMPLETE
Equipment	Ventilator			
Equipment	Monitors			
Equipment	Crash Cart			
Equipment	Alaris Pump(s)			
Equipment	Dynamap (vital signs)			

5	SUPPORT SERVICES (EVS/FNS/Facilities Management/Mission Control/Materials Mgmt)	RESPONSIBLE	IN PROGRESS	COMPLETE
Equipment	Bed s			
Equipment	Suction machine			
Equipment	EKG			
Equipment	Ultrasound (for IV's)			
Equipment	Ultrasound (Bladder retention)			
Equipment	Tube Feeding Pumps			
Equipment	Wipe Warmer			
Equipment	SCDs			
Equipment	IV Poles			
Equipment	Thermometers			
Equipment	Walker(s)			
Equipment	Ice Machine			
Floor Stock	Juices, Crackers, Coffee, Water, Jell-O, etc.			
Floor Stock	Plastic Ware (Sporks, Straws, Disposable Cups, etc.)			
Facilities	Fire extinguishers are charged, checked and up to date			
Facilities	AED Defibrillator			
Facilities	HVAC: Ensure system is functional & clean			
Facilities	Clocks are in place and are set			
Facilities	Water faucets and lights have been tested and are functional			
Facilities	Signage (if necessary), Room Numbers, & Wayfinding			
Facilities	"Call, Don't Fall" Ceiling Tiles <i>(if available)</i>			
Furniture	Portable Commode			
Furniture	Recliner, Chair, Couch or Cot, Overbed table, Nightstand, Phone			
Security	Alert Security of repurposed space and ensure all security cameras are active			
FNS / CBORD IT	Set up Room in CBORD			
EVS	Alcohol-based hand foam			
EVS	Purple-top Sani-Cloth Wipes			
EVS	Soap			
EVS	Paper Towels			
EVS	Toilet Paper & Kleenex			
EVS	Sharps containers			
EVS	Trash Cans			
EVS	Plastic bags			
EVS	Linen (bed linen, blankets, sheets, pillows & pillowcases, bath towels, wash clothes)			
EVS	Linen bags			
EVS	Biomedical Waste bag and Can			
Communication	Alert EVS Leaders of repurposed space to be added to the cleaning sched/ staffing			
Communication	Alert FNS Leaders of repurposed space for food delivery			
Communication	Alert Clinical Nutrition Manager of repurposed space for potential nutritional consults			